

अण्डमान तथा
Andaman And



निकोबार राजपत्र
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अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय /SECRETARIAT

NOTIFICATION

Port Blair, dated the 28th June, 2010

No. 145/2010/F.No. 2-9/2008-RD.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Ministry of Home Affairs, Notification No. 14/3/60-ANL dated 11th April, 1960, and in supersession of this Administration's Notification No. 207 dated 8.12.2004, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the posts of "Group C" of Directorate of Rural Development and PRIs, Andaman and Nicobar Administration, as shown in Schedules I to VII, namely:-

1. Short Title and Commencement:

- (i) These rules may be called the Andaman and Nicobar Administration (Recruitment to the posts of Daftry, Peon, Sweeper-cum-Mali, Messenger-cum-Rider, Chowkidar, Peon-cum-Chowkidar and Safaiwala/Sweeper in the Directorate of RD/PRIs) Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay:

The number of posts, their classification and the scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

3. Method of Recruitment, Age limit, Qualifications etc.:

The method of recruitment to the post, age limit, qualifications and other matters relating thereto the posts shall be as specified in paras 5 to 15 of the said Schedule.

4. Disqualification: No person—

- (i) who has entered into or contracted a marriage with a person having a spouse living,
OR
- (ii) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and there are other grounds for doing, exempt any person from the operation of this rule.

5. Power to Relax:—

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of posts or persons.

6. Saving:—

Nothing in these rules shall affect reservations and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
Lieutenant Governor,
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-
(Sasikala Viswanathan)
Joint Secretary (RD/PRIs)

SCHEDULE - I**Schedule of the Recruitment Rules for the post of DAFTRY of Directorate of Rural Development**

1.	Name of Post	DAFTRY
2.	No. of Post	1 (One)* 2010 *Subject to variation dependent upon workload
3.	Classification	General Central Services Group 'C', Non- Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection	Not applicable
6.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time). Note: The crucial date for determining the age limit shall be the closing date for receipt of names from the Employment Exchange/ application forms from candidate.
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruits	Essential: Must possess pass certificate in Secondary School Examination (Xth Std.) from a recognized Board/Institution. Desirable: (a) Training in basic and refresher course in Home Guard and Civil Defence. (b) Ability to ride bicycle (c) Having experience in stitching of files/records and its maintenance.

9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By Transfer, failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	Transfer from Peons of Directorate of RD/PRIs & ULB in the Pay in PB-1 with Grade Pay of Rs. 1800 having 2 years regular service in the grade.
13.	If a DPC exists, what is its composition?	Group 'C' DPC for Confirmation consisting of : 1. Director (Panchayat) — Chairman 2. Director (SW) — Member 3. Asst. Secretary (Perl.) — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF DAFTRY**

The following are the duties to be performed by a Daftry:-

- (i) to be responsible for proper maintenance of records in the Section/Office;
- (ii) to trace out old files/records as may be required by any member or staff in the Section/Office;
- (iii) to verify the records/publications once in six months and report to the Section Officer/Branch Officer, if any file/publications are missing/out for a considerable period;
- (iv) to stitch/mend files/records/vouchers etc.;
- (v) to collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist;
- (vi) to see that all files/other items on the tables in the Section kept in place in a proper manner;
- (vii) to ensure cleanliness in the Section/Office with the help of Peons/Safaiwala;
- (viii) to keep proper account of the articles of furniture/electrical and electronic items available in the Section Office and any item is removed by other section for any specific purpose, he should ensure that the same is received back in the Section/Office and kept at proper place;
- (ix) to attend office half an hour earlier than the hour prescribed for the office (i.e) at 8.00 am;
- (x) to attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.

SCHEDULE - II**Schedule of the Recruitment Rules for the post of PEON of Directorate of Rural Development**

1.	Name of Post	PEON
2.	No. of Post	29 (Twenty Nine)* 2010 *Subject to variation dependent upon workload
3.	Classification	General Central Services Group 'C', Non- Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by Central Govt. from time to time). Note: The crucial date for determining the age limit shall be the closing date for receipt of names from the Employment Exchange/ applications forms from candidate.
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruits	Essential: 1. Must possess a Secondary School Examination (Xth Std.) pass certificate from a recognized Board/Institution. Desirable: (a) Ability to ride bicycle (b) Training in basic and refresher course in Home Guard and Civil Defence.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC for Confirmation consisting of : 1. Director (Panchayat) — Chairman 2. Director (SW) — Member 3. Asst. Secretary (Perl.) — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached with the Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF PEON**

1. A Peon is, for general purpose, an attendant and will work as directed by the Officer/Office in which works;
 2. Should come to office not later than 8.00 am;
 3. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy;
 4. Should remove all waste papers etc. for disposal as directed by the Officer or the Section Officer or the Branch concerned;
 5. **If he is attached to an Officer:-**
 - a) he should keep the pencils sharpened, put other articles like pin-cushion, pen, scissors, eraser, clips, desk calendar etc. in their proper places;
 - b) he should keep slips of paper within easy reach inside the room for use of his Officer;
 6. Should not leave office without permission of the Section Officer under whom he works. If he is attached to an Officer, he should not leave office before the Officer has left or until he is permitted by the Officer, concerned to leave early;
 7. Before leaving office, he should switch off all lights and close the doors and windows;
 8. Should fill up the water jug, buckets etc. every morning and supply water to the Officer or staff, whenever required;
 9. Should know the description of stationery articles and various kinds of forms used in the office;
 10. Should be very courteous and helpful towards members of the public visiting the office;
 11. Should be polite and respectful towards all Officers and staff;
 12. Should attend to any other office work as may be required of him;
- If he entrusted with DAK duties:**
13. Should have a general idea about the arrangement for receipt of local and postal dak;
 14. Should know the priority involved in the movement of papers marked “**Immediate**” and “**Priority**” and act accordingly;
 15. He should know the location of—
 - a) all important offices such as offices of head of the Department Offices, Central Government Offices etc.;
 - b) residence of officers and carry dak to the offices/officials concerned whenever required;
 16. Should know the working hours of the local Post and Telegraph Offices and Banks, for attending to the business there, as and when required.

SCHEDULE - III**Schedule of the Recruitment Rules for the post of SWEEPER-CUM-MALI of Directorate of Rural Development**

1.	Name of Post	SWEEPER-CUM-MALI
2.	No. of Post	01 (One)* 2010 *Subject to variation dependent upon workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection	Not applicable
6.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time). Note: The crucial date for determining the age limit shall be the closing date for receipt of names from the Employment Exchange/ applications forms from candidate.
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruits?	Essential: 1. Must possess a Secondary School Examination (Xth Std.) pass certificate from a recognized Board/Institution. 2. Good Physique Desirable: 2 years experience in gardening
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC for Confirmation consisting of : 1. Director (Panchayat) — Chairman 2. Director (SW) — Member 3. Asst. Secretary (Perl.) — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached with the Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF SWEEPER-CUM-MALI**

His duties includes all type of gardening work such as:—

1. Planting and nursing of flower/ornamental plants;
2. Application of manures/fertilizers to different plants periodically;
3. Proper watering of different plants in the garden and in the pots;
4. Cutting and maintenance of grass in the garden, weeding & loosening of soil periodically;
5. Upkeep of lawns, shrubs, hedges and traces including sweeping of leaves and litter etc. in the office premises;
6. Fencing of the garden premises and its maintenance;
7. Responsible to clean/sweep the office premises, keep the surrounding of the office building as well as the drainage provided to the office building neat and clean;
8. He should clean the toilet daily and as and when required & ensure hygiene;
9. Should attend the office two hours before office hours for completing the cleaning works of laboratory blocks and the office premises;
10. Responsible to maintain accounts for cleaning materials supplied to him;
11. Must attend to any other works which may be assigned to him by his in-charge;
12. Any other work as assigned by the higher authorities.

SCHEDULE - IV**Schedule of the Recruitment Rules for the post of MESSENGER-CUM-RIDER of Directorate of Rural Development**

1.	Name of Post	MESSENGER-CUM-RIDER
2.	No. of Post	01 (One)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time). Note: The crucial date for determining the age limit shall be the closing date for receipt of names from the Employment Exchange/ applications forms from candidate.
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Examination (10 th Std.) pass from a recognized Board/Institution. 2. Bicycle Riding
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable

10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/deputation/ transfer, grade from which promotion/deputation/transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC for Confirmation consisting of : 1. Director (Panchayat) — Chairman 2. Director (SW) — Member 3. Asst. Secretary (Perl.) — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached with the Schedule

ANNEXURE TO SCHEDULE

JOB DESCRIPTION FOR THE POST OF MESSENGER-CUM-RIDER

1. Should have a general idea about the arrangement for receipt of local and postal dak;
2. Should know the priority involved in the movement of papers marked “**Immediate**” and “**Priority**” and act accordingly;
3. Should know the location of—
 - a. all important offices such as offices of Heads of the Departments Offices, Central Government Offices etc.;
 - b. residence of officers and carry dak to the offices/officials concerned whenever required;
4. Should know the working hours of local Post and Telegraph Offices and Banks, for attending to the business there, as and when required;
5. Should not disclose the contents of the dak sent through him to any concerned and deliver to the correct person;
6. Should not use the bicycle/motor cycle provided to him by the office other than office work and should not undertake any repair without any approval of his superiors;
7. To attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.

SCHEDULE - V

Schedule of the Recruitment Rules for the post of CHOWKIDAR of Directorate of Rural Development

1.	Name of Post	CHOWKIDAR
2.	No. of Post	01 (One)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time).

		Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications forms from candidate.
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rule, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Examination (10 th Std.) pass from a recognized Board/Institution. Desirable : 1. Ability to ride bicycle 2. Training in basic and refresher course in Home Guard and Civil Defence.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer, grade from which promotion/deputation/ transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC for Confirmation consisting of : 1. Director (Panchayat) — Chairman 2. Director (SW) — Member 3. Asst. Secretary (Perl.) — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached with the Schedule

ANNEXURE TO SCHEDULE

JOB DESCRIPTION FOR THE POST OF CHOWKIDAR/WATCHMAN

The following are the duties to be performed by a Chowkidar/Watchman :

1. Responsible to watch and ward of office premises and surrounding;
2. Should close the office building doors, windows and switch off the lights, fans after office hours;
3. Responsible to fill the water tank installed in the office premises; if the water supply is after office hours;
4. Must remain on duty till relieved;
5. Should be courteous and polite with the public and alert in his duties & the officials;
6. Must attend to any other works which may be assigned to him by higher authorities.

SCHEDULE - VI**Schedule of the Recruitment Rules for the post of PEON-CUM-CHOWKIDAR of Directorate of Rural Development**

1.	Name of Post	PEON-CUM-CHOWKIDAR
2.	No. of Posts	67 (Sixty Seven)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time).
		Note: The crucial date for determining the age limit shall be the closing date for receipt of names from the Employment Exchange/ applications forms from candidate.
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Examination (10 th Std.) pass from a recognized Board/Institution. Desirable : 1. Ability to ride bicycle 2. Training in basic and refresher course in Home Guard and Civil Defence.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/ transfer, grade from which promotion/deputation/ transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC for Confirmation consisting of : 1. Director (Panchayat) — Chairman 2. Director (SW) — Member 3. Asst. Secretary (Perl.) — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached with the Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF PEON-CUM-CHOWKIDAR**

1. A Peon is, for general purpose, an attendant and will work as directed by the Officer/Office in which works;
2. Should come to office not later than 8.00 am;
3. As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy;
4. Should remove all waste papers etc. for disposal as directed by the Officer or the Section Officer or the Branch concerned;
5. **If he is attached to an Officer:**
 - a. he should keep the pencil sharpened, put other articles like pin-cushion, pen, scissors, eraser, clips, desk calendar etc. in their proper places;
 - b. he should keep slips of paper within easy reach inside the rook for use of his Officer;
6. Should not leave office without permission of the Section Officer under whom he works. If he is attached to an Officer, he should not leave office before the Officer has left or until he is permitted by the Officer, concerned to leave early;
7. Before leaving office, he should switch off all lights and close the doors and windows;
8. Should fill up the water jug, buckets etc. every morning and supply water to the Officer or staff, whenever required;
9. Should know the description of stationery articles and various kinds of forms used in the office;
10. Should be very courteous and helpful towards members of the public visiting the office;
11. Should be polite and respectful towards all Officers and staff;
12. Should attend to any other office work as may be required of him;
- If he entrusted with DAK duties:**
13. Should have a general idea about the arrangement for receipt of local and postal dak;
14. Should know the priority involved in the movement of papers marked “**Immediate**” and “**Priority**” and act accordingly;
15. He should know the location of—
 - a) all important offices such as offices of heads of the Department Offices, Central Government Offices etc.;
 - b) residence of officers and carry dak to the offices/officials concerned whenever required;
16. Should know the working hours of the local Post and Telegraph Offices and Banks, for attending to the business there, as and when required;
17. Should not disclose the contents of the dak sent through him to any concerned and deliver to the correct person;
18. Should not use the bicycle/motor cycle provided to him by the office other than office work and should not undertake any repair without any approval of his superiors;
19. Responsible to watch and ward of office premises and surrounding;
20. Should close the office building, doors, windows and switch off the lights, fans after office hours;
21. Responsible to fill the water tank installed in the office premises, if the water supply is after office hours;
22. Must remain on duty till relieved;
23. Should be courteous and polite with the public and alert in his duties & the officials;
24. To attend to any other work which may be assigned to him by the Section officer, dealing Clerks and Diarist of the Section/Office.

SCHEDULE - VII**Schedule of the Recruitment Rules for the post of SAFAIWALA/SWEEPER of Directorate of Rural Development**

1.	Name of Post	SAFAIWALA/SWEEPER
2.	No. of Post	01 (One)* 2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Ministerial
4.	Pay Band & Grade Pay/Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by Central Govt. from time to time). Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications forms from candidate.
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Examination (10 th Std.) Pass from a recognized Board/Institution. 2. Good Physique
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	Not applicable
13.	If a DPC exists, what is its composition?	Group 'C' DPC for Confirmation consisting of : 1. Director (Panchayat) — Chairman 2. Director (SW) — Member 3. Asst. Secretary (Perl.) — Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached with the Schedule

ANNEXURE TO SCHEDULE**JOB DESCRIPTION FOR THE POST OF SWEEPER/SAFAIWALA**

1. Responsible to clean/sweep the office premises, keep the surrounding of the office building as well as the drainage provided to the office building neat and clean;
2. He should clean the toilet daily and as and when required & ensure hygiene;
3. Should attend the office two hours before office hours for completing the cleaning works of labatory blocks and the office premises;
4. Responsible to maintain accounts for cleaning materials supplied to him;
5. Must attend to any other works which may be assigned to him by his in-charge.